

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

Form RD 2006-3
(Rev. 11-99)

INSTRUCTION AND FORM JUSTIFICATION

TO: (Division or Staff Director)

FROM: (Recommending Official)

TITLE

STATE

SUBJECT:

ITEM

DATE

THIS ITEM IS SUBMITTED FOR:

POST APPROVAL

PRIOR APPROVAL

SUPPLEMENTS

DATED

SUPERSEDES

DATED

FOR ISSUANCES INVOLVING LEGAL ISSUES, ATTACH A COPY OF THE MEMORANDUM FROM THE OFFICE OF THE GENERAL COUNSEL CONTAINING APPROVAL OR RECOMMENDATIONS.

ANSWER EACH OF THE FOLLOWING ITEMS BY NUMBER AS IT APPLIES TO THIS ISSUANCE (Attach Rider if necessary)

A. EXPLANATION OF INSTRUCTION

1. EXPLAIN NECESSITY FOR AND PURPOSE OF ISSUANCE (State fully)
2. TRAINING REQUIREMENTS

B. EXPLANATION OF FORM

1. FROM WHAT PERSONS, DOCUMENTS, OR OTHER SOURCES WILL THE INFORMATION BE OBTAINED?
2. WHO PREPARES THIS FORM AND TO WHOM ARE ORIGINAL AND COPIES ROUTED?
3. HOW WILL THE INFORMATION IN THE FORM BE USED?
4. HOW WILL EMPLOYEES BE INSTRUCTED TO USE THE FORM?

FOR FORMS ONLY:

QUANTITY REPRODUCED _____

ANNUAL USAGE RATE _____

THE PROPOSED ISSUANCE CONFORMS WITH APPROVED AGENCY POLICIES AND PROCEDURE. ITS USE IS ESSENTIAL TO APPROVED PROGRAM OBJECTIVES AND ADMINISTRATIVE REQUIREMENTS. APPROVAL IS RECOMMENDED.

SIGNED

TITLE

DATE

(FOR USE IN NATIONAL OFFICE)

PLEASE REVIEW ATTACHED STATE ISSUANCE FOR POST/PRIOR APPROVAL AND INDICATE APPROVAL OR DISAPPROVAL. SEE REVERSE OF FORM FOR JUSTIFICATION. INDICATE CONDITIONS OR REASONS FOR DISAPPROVAL IN SPACE BELOW OR IN SEPARATE MEMORANDUM.

FOR A **POST** APPROVAL: NOTIFY THE STATE DIRECTOR ONLY **IF NOT APPROVED** OR IF CHANGES ARE RECOMMENDED. SEND THIS FORM AND ATTACHED MATERIAL TO THE NATIONAL OFFICE RECORDS UNIT.

FOR A **PRIOR** APPROVAL: NOTIFY THE STATE DIRECTOR OF APPROVAL OR DISAPPROVAL AND ANY RECOMMENDED CHANGES. SEND THIS FORM AND ATTACHED MATERIALS TO THE NATIONAL OFFICE RECORDS UNIT.

<input type="checkbox"/> APPROVED	SIGNATURE	DATE
<input type="checkbox"/> DISAPPROVED		

COMMENTS: